

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

June 24, 1997

MEMORANDUM

TO: All State Agencies
Chief Procurement Officers

FROM: Procurement Officer, State Procurement Office

SUBJECT: Change No. 1
SPO PEP List No. 97-01
Products and Services Furnished by Qualified Community Rehabilitation Programs

Make the following changes to the subject list.

1. Page 1, Add to third paragraph ending "they are encouraged to do so." "Providers identified in this PEP List shall be afforded a five percent preference when submitting sealed bids in response to an invitation for bids. (Ref. §103-22.1, HRS)"
2. Page 2. **Maintenance/Custodial Services**. Add Ka' Lima O' Maui.
3. Attachment 2 **Goodwill Industries of Honolulu, Inc.** change the phone numbers at the top to read: Phone: (808) 836-0313 FAX: (808) 833-4943.

Robert J. Govers
Procurement Officer

c: Laura Robertson
Goodwill Industries

STATE PROCUREMENT OFFICE

SPO PEP List No. 97-01

PRODUCTS AND SERVICES FURNISHED BY QUALIFIED COMMUNITY

REHABILITATION PROGRAMS

April 1, 1997 to March 31, 1998

Reference SPO Procurement Circular No. 1997-03, dated February 21, 1997.

The Partners in Employment Program (PEP) is a partnership between State government and Community Rehabilitation Programs (CRP) to provide employment for persons with disabilities as authorized under Section 103-82, Hawaii Revised Statutes, (copy of the statute is attached to above referenced circular), by contracting for goods and services with the State or Counties. For more information on this program, contact the State Procurement Office at (808) 586-0766, or Mr. Roy Hung of The Goodwill Industries at (808) 836-0313.

Goodwill Industries of Honolulu, Inc. is the PEP coordinator. The coordinator has furnished the State with a list of qualified community rehabilitation program providers and the type of products or services each provider can furnish to interested State and County agencies. Although agencies are not required to purchase from these providers, they are encouraged to do so.

There is no requirement for submitting a request for approval to purchase outside this PEP List. However, agencies are reminded to comply, when applicable, with administrative or other requirements, e.g., obtaining a waiver from correctional industries for printing, tax clearances, etc.

The services are listed by category. A detailed description of the services and the contact phone numbers are attached. (Attachment 1-7)

Negotiations for the terms and conditions of the purchase, including the price, shall be on an individual basis between the participating state or county purchasing agency and the CRP. The agreed upon price of the product or service shall not exceed the fair market price.

State and county agencies may enter into a written agreement against which funds are encumbered or against which a purchase order is issued; or may issue a purchase order without an underlying agreement. When a purchase order is issued, include the following information on the purchase order:

1. SPO PEP List No. 97-01.
2. Reference to any signed agreement(s).
3. Delivery address.
4. Contact person and telephone number.

Your participating agencies may submit a vendor evaluation form to this office should the need arise. A copy of our form is attached to this PEP List. (Attachment 8)

PRODUCTS

Nursery (Plants)

1. Ka' Lima O' Maui

SERVICES

Construction/Repair

1. Ho'opono Workshop for the Blind (Repair)
2. Network Enterprises

Food Service

1. Goodwill Industries of Honolulu, Inc.
2. Lanakila Rehabilitation Facility
3. Opportunities for the Retarded

Industrial Sewing

1. Goodwill Industries of Honolulu, Inc.
2. Ho'opono Workshop for the Blind

Laundry Services

1. The Arc of Hilo

Maintenance/Custodial Services

1. The Arc of Hilo
2. Goodwill Industries of Honolulu, Inc.
3. Lanakila Rehabilitation Facility
4. Network Enterprises
(Also: Maui, Kauai, & Hawaii locations)
5. Opportunities for the Retarded

Nursery Services

1. Ka' Lima O' Maui

Office Services

1. Goodwill Industries of Honolulu, Inc.
2. Ho'opono Workshop for the Blind
3. Ka' Lima O' Maui
4. Lanakila Rehabilitation Facility
5. Network Enterprises
6. Opportunities for the Retarded

Printing

1. Lanakila Rehabilitation Facility

Product Assembly

1. Goodwill Industries of Honolulu, Inc.
2. Ho'opono Workshop for the Blind
3. Ka' Lima O' Maui

Retail Sales/Cashiering

1. Goodwill Industries of Honolulu, Inc.
2. Opportunities for the Retarded

Warehousing Services

1. Goodwill Industries of Honolulu, Inc.

PEP LIST AVAILABLE ON HAWAII FYI

Agencies with a computer and modem may retrieve a copy of this SPO PEP list via the State's Hawaii FYI electronic gateway by dialing the following modem number:

Hawaii	974-6640
Kauai	274-3600
Maui	984-2000
Oahu	587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on PEP SPO List for the current listing. If assistance is require to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This SPO PEP list is also available on the **Internet at “<http://www.state.hi.us>”**, the State of Hawaii Internet Home Page address. Scroll to and click on *The Executive Branch, Departments and Agencies*, and under the Department of Accounting and General Services click on *SPO*.

This PEP List will also be available on the Internet at <http://www.state.hi.us> under The State Procurement Office.

QUESTIONS relating to this PEP List may be directed to Taren Taguchi at 586-0766.

ROBERT J. GOVERNS, CPPB
Procurement Officer

Attachment (8)

c: Laura Robertson, Goodwill Industries

The Arc of Hilo

1099 Waianuenue Avenue
Hilo, Hawaii 96720

Phone: (808) 935-8534
FAX: (808) 961-0148
E-mail address: ph99hh@iihawaii.net
Contact: Richard Santos, CEO

Year Established: 1954
Number of Employees and Trainees: 225

Mission Statement/Population Served:

The mission of the Hilo Association for Retarded Citizens is to improve the quality of life for people with mental retardation and developmental disabilities in East Hawaii. Hilo Arc's beliefs and philosophy regarding the mentally retarded and developmentally disabled are based on the recognition of individual human rights, normalization principals, and on the developmental model. Based on these beliefs, Hilo Arc acknowledges the following:

Individuals have the right to live, work and play in the least restrictive individually appropriate environment;

Individuals have the right to a comprehensive and integrated individualized habilitation program and services designed to maximize development; and

Families play a central role in the lives of mentally retarded and developmentally disabled adults and children.

Products/Services Available:

·Janitorial Services - Floor maintenance, cleaning of offices and restrooms.

·Laundry - Various laundering services. Ironing of miscellaneous clothing items at \$.72 to \$4.00 per piece (prices subject to change).

·Landscaping and Groundskeeping Services - Poison, cut, trim, etc.

Customers Who Have Utilized The Arc of Hilo's Services:

Federal Building / Post Office

Private Homeowners

University of Hawaii at Hilo Dormitory

County Parks

Pricing Information:

Must see Job Site to produce quotes. To obtain a bid, please call (808) 935-8534 to make an appointment.

Goodwill Industries of Honolulu, Inc.

2610 Kili Hau Street
Honolulu, Hawaii 96819-2020

Phone: (808) 836-0313

FAX: (808) 833-4943

E-mail address: laurar@aloha.net

URL: <http://www.aloha.net/~laurar>

Contact: Laura Robertson, President/CEO

Year Established: 1959

Number of Employees and Trainees: 600

Mission Statement/Population Served:

Goodwill Industries of Honolulu, Inc. is a non-profit organization that has served the Hawaii community for over 35 years. Goodwill is committed to our mission of assisting people with disabilities and other special needs to achieve their vocational potential, and to maximize their ability to become self-reliant members of the community. Through counseling, training, and employment services, we help people who are challenged physically, mentally, and economically to help themselves.

Products/Services Available:

·Custodial/Janitorial Services - Commercial custodial services to include general cleaning, in addition to advanced techniques, such as special floor care and maintenance.

·Ground Maintenance - General ground maintenance of large landscaped areas, walkways, and special situations. Parking structure cleaning, de-greasing, and power washing.

·General Office Work - Clerical services utilizing state-of-the-art computer work stations and the latest in industry-based word processing, spreadsheet, and database software.

·Food Service - Food preparation, dishwashing, cashiering, line service, and other food service experiences.

·Shelf-Stocking - Warehousing and shelf-stocking services.

·Industrial Sewing/Product Assembly and Packaging - Commercial sewing of uniforms and other specialized items; Product assembly and shrink wrapping services.

·Retail Sales/Cashiering - Services in the retail industry in customer service and cashiering..

Customers Who Have Utilized Goodwill's Services:

PJKK Federal Building
Defense Commissary Agency, Ft. Shafter
US Army Corp of Engineers, Ft. Shafter
Paradise Farms
General Services Administration
Kamehameha Garment Company

Kapiolani Medical Center
Liberty House
Hilton Hawaiian Village
Pearl Harbor Naval Shipyard
Waimea Falls Park
Heritage Graphics Inc.

Pricing Information:

As prices for individual projects may vary, please contact Laura Robertson at 836-0313 to obtain a competitive quote for any of the above-mentioned projects.

Attachment 2

Ho'opono Workshop for the Blind

1901 Bachelot Street
Honolulu, Hawaii 96817

Phone: (808) 586-5282

FAX: (808) 586-5288

Contact: Jon Koki, Business Mgr. For the Blind

Year Established: 1962

Number of Employees and Trainees: 35

Mission Statement/Population Served:

Through a harmonious team effort, Ho'opono will inspire and empower consumers to reach the highest level of independence they wish to achieve.

Products/Services Available:

·Clerical Services - Miscellaneous services such as collating, enveloping and stapling.

·Spiral Binding - Spiral and staple binding services.

·Assembly - Product assembly.

·Sealing/Shrink Wrapping/ Packaging - Sealing, packaging, taping, bundling, labeling and shrink wrapping services.

·Drilling and Sanding.

·Sewing Services - Sewing aprons, cloths, mops, safety vests, scarves.

Customers Who Have Utilized Ho'opono's Services:

State and City Agencies

Alexander & Baldwin

Edward Enterprises

Brewer Environmental Industries

Hawaiian Electric Company

Hawaii Insurance Consultants

McGovern Mass Marketing

Revlon of Hawaii

Pricing Information:

As prices for individual projects may vary, please contact Jon Koki at 586-5282 to obtain a competitive quote for any of the above-mentioned projects.

Ka' Lima O' Maui

95 Mahalani Street
Wailuku, Hawaii 96793

Phone: (808) 244-5502
FAX: (808) 244-2077
E-mail address: kalima@maui.net
Contact: Jamie Woodburn, Exec. Director

Year Established: 1954
Number of Employees and Trainees: 130

Mission Statement/Population Served:

Ka' Lima O' Maui provides vocationally directed services aimed at maximizing the consumer's level of self-sufficiency and support. Services are targeted to the disabled and economically disadvantaged. All programs and work services are employment-focused with the acquisition of a job the ultimate outcome for consumers of service.

Products/Services Available:

·Nursery - Ka' Lima operates the largest commercial plant nursery in Central Maui. The nursery specializes in large volume propagation of bougainvillea, ground covers, hedging plants, shade and flowering trees. The nursery grows plants for the individual homeowner, as well as the commercial landscaper. Ka' Lima also has large commercial grounds and custodial maintenance crews, with over \$800,000 in service contracts.

·Thrift Store - The agency operates a moderately-sized thrift store that has scheduled pick-ups covering all of Maui.

·General Work Shop - Specializes in bulk mailing, paper and document shredding, collating, piece assembly, and commercial laundry services. The book department wholesales the agency's two coffee table books entitled "Maui Bound" and "Molokini."

Vocationally directed services provided under POS contract agreement with the State of Hawaii include: Vocational Evaluation and Work Adjustment Training, and a Training and Employment Program. The services provide opportunities to evaluate, train, and place program consumers. Employment related services are provided to all consumers to facilitate their transition to work and ensure for their success.

Ka' Lima's target populations include persons with disabilities and persons who are economically disadvantaged. Its workers with disabilities include persons who are developmentally disabled, chronically mentally ill, and/or those who are physically disabled.

Pricing Information:

All products and services are priced competitively, using either State or Federal prevailing rates to set all wage and product prices.

To obtain a bid or quote, contact the agency at (808) 244-5502 and specify which products or services are of interest. When necessary, time studies will be completed to determine a piece rate for product assembly.

Lanakila Rehabilitation Facility

1809 Bachelot Street
Honolulu, Hawaii 96817

Phone: (808) 531-0555

FAX: (808) 533-7264

Contact: Danny Miura, Sales & Marketing Mgr.

Year Established: 1959

Number of Employees and Trainees: 150

Mission Statement/Population Served:

Lanakila Rehabilitation Facility is a non-profit community rehabilitation program. The organization provides vocational evaluation and training to persons with physical and mental disabilities. The agency's mission is to provide the necessary service that will enable its consumers to return to gainful employment.

Products/Services Available:

·Custodial Services - Office building custodial services, food processing, cleaning and sanitation. Floor care and maintenance.

·Food Service - Food catering and services for all occasions.

·Groundskeeping/Landscaping - Grass cutting, curbside edging, hedge trimming, weeding, fertilizing, and watering.

·Administrative and Clerical Service - Computer data entry, mail stuffing, sorting and filing.

·Packaging/Assembling/Heat Sealing - Envelope stuffing, collating, poster rolling, attaching of product labels, shrink wrapping.

·Printing - Printing of business forms, letterheads, business cards, headers, etc.

Customers Who Have Utilized Lanakila's Services:

Information to be furnished upon request.

Pricing Information:

Information to be provided upon request. Bids and quotes may be obtained by contacting William Yoneyama, Danny Miura, or Dennis Brown.

Network Enterprises

2828 Pa'a Street, Ste. 3090

Honolulu, Hawaii 96819

Additional locations in Maui, Kauai, and Hawaii.

Phone: (808) 839-7704

FAX: (808) 839-7705

E-mail address: jnakata@aloha.net

Contact: Rene Berthiaume, Gen. Manager

Year Established: 1985

Number of Employees and Trainees: 48

Mission Statement/Population Served:

Network Enterprises is organized exclusively to provide social and vocational rehabilitation services to socially, physically, and/or psychologically disabled persons on a non-profit basis.

Products/Services Available:

·Contracting, new construction, renovation, repair -
New building construction, all types of general
contract and repair work. Lic. #BC-18102.

·Grounds maintenance and janitorial services -
Grass cutting, curbside edging, hedge trimming,
weeding, fertilizing, and watering. Vacuuming,
sweeping, mopping, cleaning, and sanitizing.

·Lead-based paint abatement - Removal and
disposal of lead-based paint according to
government guidelines.

·Clerical services, including bulk mailing and
collating - Mail-outs, stuffing envelopes, boxing,
collating, packaging, sorting, stapling, assembling,
filing, data entry, proofing.

Customers Who Have Utilized Network Enterprises' Services:

State Department of Health
State Department of Public Safety
Board of Water Supply

DLNR - State Parks Division
DLNR - Land Management Division
DLNR - Forestry and Wildlife Division

Pricing Information:

Pricing may be determined upon specifications of each individual project. Contact Rene' Berthiaume at (808) 839-7704 for quotes.

Opportunities for the Retarded

64-1510 Kamehameha Highway
Wahiawa, Hawaii 96786

Phone: (808) 622-3929
FAX: (808) 621-8227
E-mail address: helemanohula.net
Contact: Ann Higa / Paulette Lee

Year Established: 1980
Number of Employees and Trainees: 150

Mission Statement/Population Served:

Opportunities for the Retarded provides services to persons with developmental disabilities/mental retardation in the following areas: education, training, employment services, housing, and recreational services.

It is the philosophy of the agency that all members of the community can be productive to the best of their abilities. As such, productive work is rewarded with dignity, pride in one's self, and with monetary rewards.

Products/Services Available:

·Custodial/Janitorial Services - Cleaning of offices, restrooms, general perimeter policing, and all related tasks.

·Food Service/Mess Attendant Services - Mess attendance and/or related food services including food preparation and catering, sanitation, busing, cleaning of dining facilities, dishwashing, and all related tasks.

·General Product Fulfillment - Stocking, packaging, and preparation of orders for mailing or order fulfillment. Can include labeling, assembly, packaging, shrink wrap for all types of products and merchandise.

·Retail Services - Management and daily operations of retail and related support services.

Customers Who Have Utilized Opportunities for the Retarded's Services:

Camp H.M. Smith
Schofield Barracks
Other private companies

Naval Communications and
Telecommunications Area Master Station

Pricing Information:

Pricing is done on an individual project basis and is dependent on the customer's particular requirements. Custodial/Janitorial, Mess Attendant, and Retail Services are priced on an annual rate (or prorated as necessary). Product fulfillment is generally priced on a per piece rate.

For more information on pricing or to obtain a bid/quote, please contact Ann Higa or Paulette Lee at (808) 622-3929. A statement of work (scope of services) or product sample would be most helpful in obtaining an accurate quote.

VENDOR EVALUATION

The reporting of complaints or commendations will assist the State Procurement Office in evaluating vendor's performance and at the same time permit proper exchange of information between State Procurement Office and the supplier so that deficiencies or trouble areas can be identified and isolated for correction before they become serious problems.



☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

Purchase Order Number	P/O Contract Date	Service or Commodity	Quantity Ordered	Details of Complaint or Commendation with Suggested Remedy if Appropriate
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Explain how seriously this incident affected the agency:

BY: _____

Name	Title	Phone	Date
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